



# Permit application

## Residential building

**Planning and Development**  
 101-1101 5 St., Nisku, AB T9E 2X3  
 p: 780-770-9322 f: 780-955-8866  
 safetycodes@leduc-county.com

<b>Permit Number:</b>				<b>Application Date:</b>			
¼	Section	Township	Range	West of	Roll #		
Lot	Block	Plan	Subdivision/hamlet				

### Personal information

Project civic address		Postal code	
Occupied by		Phone	
Owner name		Phone 1	
Owner mailing address		Phone 2:	
Town/city	Postal code	Email	
Applicant name		Phone 1	
Applicant address		Phone 2	
Town/city	Postal code	Email	

### Project details

<b>Construction Type:</b>	New construction <input type="checkbox"/>	Addition/renovation <input type="checkbox"/>	Other (specify) _____
<b>Building Type:</b>	Dwelling, detached <input type="checkbox"/>	Dwelling, multi-family <input type="checkbox"/>	Residential Accessory <input type="checkbox"/>
<b>Description of work:</b>			

<b>Year built (if known)</b>		<b>No. solid fuel burning appliances</b>	
<b>Number of storeys above grade</b>		<b>Will the building be sprinklered?</b>	
Please provide the square footage for the following where applicable:		<b>Foundation Type</b>	<b>HVAC<sup>3</sup></b>
	<b>Existing</b>	<b>New/Addition</b>	
Main floor			Basement <input type="checkbox"/>
Second floor			Crawlspace <input type="checkbox"/>
Third floor			ICF <input type="checkbox"/>
Finished basement (no suite)			Pile and Grade Beam <sup>1</sup> <input type="checkbox"/>
Secondary suite			Slab on Grade <sup>1</sup> <input type="checkbox"/>
Attached garage			Screw Piles <input type="checkbox"/>
Deck			Wood <sup>1</sup> <input type="checkbox"/>
Detached garage/shop/shed			Other <input type="checkbox"/>
			Forced Air <input type="checkbox"/>
			Hydronic in Floor <sup>2</sup> <input type="checkbox"/>
			Geothermal <sup>2</sup> <input type="checkbox"/>
			Heat Pump <input type="checkbox"/>
			Other <input type="checkbox"/>
			None <input type="checkbox"/>

1. Engineered drawings required prior to permit issuance.	3. Heat loss calculations required prior to permit issuance.
2. Engineered drawings required	

Start date		Construction value	\$	
End date		Fees as per current fee schedule	\$	
		Safety Codes Council Levy (> of \$4.50 or 4% of fee)	\$	
<b>TOTAL</b>			\$	

*The issuance of a permit or examination of plans/specifications shall not be construed to be an approval of any violation of any provisions of the Safety Codes Act, regulations made pursuant thereto, bylaws or agreement. I hereby verify that digital plans, specifications or other information provided to Leduc County are identical in content to paper documents provided. Changes to any of the documents will be provided to Leduc County in digital format (and paper copy if requested). I am the owner/applicant with the consent and authority of the owner that is the subject matter of this permit application. I have read and agree to the conditions on the reverse page of the application form. I hereby certify that this installation will be completed in accordance with the Safety Codes Act and regulations made pursuant thereto.*

<b>Applicant Signature</b>		<b>Printed Name</b>	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash/Interac
Name of card holder		Invoice/Account No. _____	
Signature of card holder		Expiry date (month/year)	
		Card number	

I hereby authorize Leduc County by this signature to charge my credit card account number given here.  
**Credit card payments over \$4,999.99 will incur a 2.4% processing fee on any single application or form.**

## Conditions

**Act** – The issuance of a permit shall not prevent a safety codes officer from issuing a correction notice if construction or part thereof is found not to be in accordance with the Safety Codes Act, regulations and Bylaws.

**Deviation** – No deviation from plans, specifications or information contained on the application for this permit shall be permitted without prior written authorization from the safety codes officer.

**Safety codes officer** – The person authorized to perform installations governed by this permit shall notify the safety codes officer prior to concealment of any portion of the installation.

**Excavation** – Before excavation is started, check for the location of utilities.

**Inspection** – The safety codes officer shall not be refused admission during any reasonable hour of the day for the purpose of conducting an inspection.

**Final inspection** – Upon completion of all the work authorized by this permit, the safety codes officer shall be notified that all work is completed and ready for final inspection.

**Occupancy** - No occupancy of new construction shall take place until permission to occupy is granted by Leduc County.

### ***Important notice***

If any portion or part of the work is concealed prior to an approval by a safety codes officer all work may be requested to be uncovered.

Any required re-inspection shall be subject to a re-inspection fee, as per current fee schedule. This fee is required to be paid prior to the re-inspection taking place.

Any person who commits a breach of any of the provisions of the *Safety Codes Act*, or regulations made pursuant thereto, or of the conditions of a permit is guilty of an offense under the act.

Deficiencies shall be corrected within 15 days or as specified by the safety codes officer.

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## Requirements for site constructed single-family dwellings/additions

1. The application form must be fully completed and signed
2. Digital (PDF) copy of plans must be unprotected (no PDF/A or digital signatures)
  - a. **Site plan containing:**
    - Dimensions of the property
    - Positions and dimensions of all buildings that exist or are to be constructed
    - Dimensions from buildings to property lines and to each other
    - Location of any lake, stream or other embankment and distances to proposed construction
  - b. **Construction plans, drawn to scale and legible, including:**
    - Foundation plans
    - Elevation drawings showing grade level, window and door sizes, **wall area and window area calculations**
    - Floor plans for each floor showing the use of each room, locations and sizes of windows, doors and door swing direction, location of smoke detectors
    - Cross sections showing construction details of footing, foundation, walls, floors and roofs including insulation
    - Structural, mechanical and electrical drawings (if separate from floor plans)
    - Seal of architect, engineer or other professional where required (see notes below)
    - Energy efficiency information – RSI values on walls, ceilings and floors over unheated spaces, or, energy efficiency modeling report.
    - Plans are required to have sufficient information to allow a safety codes officer to determine that the proposed construction will meet the requirements of the Alberta Building Code.
  - c. **Fire safety plan** (safety during construction)

Plans submitted will be reviewed by a safety codes officer. Further plans or information may be required prior to permit issuance.

### **Important notices**

**Secondary Suites have specific building code requirements that must be met. Please contact our office for more information.**

### **Dwellings on small lots**

There are specific requirements for construction of dwellings on lots the fire department is unable to reach within 10 minutes which includes all of Leduc County. The High Intensity Residential Fire (HIRF) requirements will be provided on request. Please provide to your home designer or manufacturer. Wall area and window area calculations for side elevations must be provided on your construction drawings.

### **Engineering required**

In general, residential projects require engineering for the following:

- Roof and floor truss plans
- Tall walls
- Preserved wood foundation plans
- Pile or pile/grade beam foundation plans
- Geothermal heating system plans
- Hydronic in-floor heating system plans

### **New home warranty/builder licensing**

A copy of the new home warranty or exemption *confirmation* from Alberta Municipal Affairs is required prior to permit issuance for site constructed, manufactured, modular and RTM homes. The builder must have a provincial builder's license. Call 1-866-421-6929 for more information on the new home warranty and builder licensing programs.



# Building permit application

## Additional information

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[safetycodes@leduc-county.com](mailto:safetycodes@leduc-county.com)

### Manufactured Homes

### Manufactured/mobile homes, modular home or ready to move (RTM) homes

This form is to be fully completed and attached to the building permit application form.

#### Personal information

Name of owner	
Civic address	

#### Please indicate type of home

Manufactured <input type="checkbox"/>	Modular <input type="checkbox"/>	Ready to move (RTM) <input type="checkbox"/>
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CSA Label #		
Alberta Municipal Affairs Label #		
Alberta Labour Label # (for older homes)		
Manufacturer		
Year of manufacture		
Serial #		
Manufacturer supplied blocking instructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



**Appendix A**  
**Fire safety plan for construction, renovation**  
**and/or demolition**  
*Small buildings*

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Permit number \_\_\_\_\_

Date \_\_\_\_\_

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Subdivision/hamlet					
<b>Civic Address:</b>											

**Project description**

**General considerations:**

- A warning system will be in place at all sites to warn of potential threats and facilitate evacuation.
- Each site will have a muster point where workers can be accounted for.
- A method of notifying the fire department or other emergency agency shall be available at all times.
- Fire extinguishers will be available at all times at every site while workers are present.
- Access to fire hydrants and buildings for fire apparatus must be maintained.

**Hazard control:**

- At the end of each day, combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles.
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works.
- LPG tanks or flammable liquids containers are not allowed within buildings.

**Emergency response number (fire/police/ambulance) 911**

**Power:**

**Gas:**

<input type="checkbox"/> FortisAlberta Inc.	310-WIRE (9473)	<input type="checkbox"/> Atco Gas	1-800-511-3447
<input type="checkbox"/> Battle River Power Co-op	1-877-428-3972	<input type="checkbox"/> Apex Utilities Inc	1-866-222-2068
		<input type="checkbox"/> Buck Mountain Gas Co-op	1-800-265-5389
<input type="checkbox"/> Other Name:	Number:	<input type="checkbox"/> Propane/Other Name:	Number:

**Water:**

<input type="checkbox"/> Leduc County	780-955-7226	<input type="checkbox"/> Well/Cistern	
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**Contact personnel (to be contacted during non-operating hours/emergency situations – 24 hours)**

Name		Phone	
Name		Phone	
<b>Muster point</b>			

This plan is designed in conformance with the National Fire Code – Alberta Edition, and on signature, becomes an agreement between the building owner/contractor and Leduc County Fire Services.

\_\_\_\_\_  
 Building owner/contractor name (print)

\_\_\_\_\_  
 Building owner/contractor signature

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## **Action in the event of a fire**

### **Upon discovery of fire**

- Leave fire area immediately.
- Turn off equipment.
- Ensure room doors are closed.
- Notify occupants verbally or sound horn.
- Use nearest exit.
- Call the fire department at **9-1-1** from a safe location.
- Try to extinguish or control the fire if safe to do so.
- Go to mustering point, and stay there until instructed otherwise.
- A supervisor must await the arrival of the fire department at access point.

### **Upon hearing of a fire condition**

- Turn off equipment.
- Use nearest exit.
- Ensure room doors are closed.
- Go to mustering point, and stay there until instructed otherwise.
- Designates must account for all people expected to be on site.

### **Emergency numbers**

Call **9-1-1** in an emergency needing fire, ambulance, police, dangerous goods or rescue services.

Post at construction site

Leduc County Fire Services approval stamp  
and signature